



Request for Quotation

Arizona Department of Commerce

QUOTATION NO.: Q010-09

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1700 W. Washington, Suite B-32

DUE DATE: **August 19, 2008**

AT 3:00 P.M. Phoenix
Local Time

OF
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Phoenix, AZ 85007

THE TERMS AND CONDITIONS INCLUDED WITH THIS FORM SHOULD BE REVIEWED AND UNDERSTOOD BEFORE PREPARING A QUOTATION. RETURN THE QUOTATION BY THE ABOVE TIME AND DATE TO THE ABOVE ADDRESS.

DELIVERY LOCATION:

Arizona Department of Commerce
1700 W. Washington St. Suite B-32
Phoenix, AZ 85007

VENDOR:

VENDOR CONTACT:
TELEPHONE NUMBER:
EMAIL ADDRESS:

AGENCY CONTACT: Susan Olney
TELEPHONE NUMBER: (602) 771-1113
FAX NUMBER: (602) 771-1202

Quotation may be Faxed to (602) 771-1202 on or before the due date and time noted at the top of this page.

LINE ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Printed letterhead	1,500	ea		
2	Printed letterhead	3,000	ea		
3	Printed Business cards "as needed"	10,000	ea		
4	Printed Business cards "as needed"	15,000	ea		
5	Printed #10 envelopes	1 case	ea		
6	Printed # 10 envelopes	2 cases	ea		
7	Printed return address labels	7,500	ea		
				INCLUDE	TAXES

Award of Contract will go to a Small Business.

Quote should be valid and irrevocable for 30 days after the opening date and time.

The State reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the State.

Estimated Delivery Date: No later than September 17, 2008 10 a.m..

THIS SECTION MUST BE COMPLETED BY VENDOR

DELIVERY CAN BE MADE _____ CALENDAR DAYS AFTER RECEIPT OF ORDER. :

Signature

Date

Name and Title



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Offer and Acceptance

Arizona Department of Commerce Procurement Office

Suite B-32

1700 W. Washington

Phoenix, AZ 85007

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OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this offer, contact:

Name:

Email

Phone:

Federal Employer Identification No.:

Town or City Name

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99.5 or A.R.S. §§ 41-1461 through 1465.
3. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. In accordance with A.R.S. § 35-397, the offeror hereby certifies that the offeror does not have scrutinized business operations in Iran or Sudan.
5. **The bidder certifies that the above referenced organization ___is/___is not a small business with less than 100 employees or has gross revenues of \$4 million or less.**

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This contract shall henceforth be referred to as Contract No. _____. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

Line Item Awarded: _____

State of Arizona

Awarded this

day of

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Chief Procurement Officer



Instructions for Quotations

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Arizona Department of Commerce

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1. PREPARATION OF QUOTATION:

- a. Erasures, interlineations or other modifications in the quotation shall be initialed in original ink by the authorized person signing the Vendor Offer.
- b. In case of error in the extension of prices in the quotation, unit price shall govern. No quotation shall be altered, amended or withdrawn after the specified quotation due time and date.
- c. Periods of time, stated as a number of days, shall be calendar days.
- d. It is the responsibility of all Offerors to examine the entire Request For Quotation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a quotation.
- e. The response is to contain a valid ink signature on the Offer and Acceptance Form binding the offeror to provide the services listed in the contract at the price quoted and indicate compliance with the terms, conditions, and requirements of the RFQ.
- f. Any use of a **subcontractor** must be noted with the name, address of subcontractor along with the job that they will be performing.

2. SUBMISSION OF QUOTATION:

- 2.1 A completed and signed page 1 and 2 of this RFQ.
- 2.2 Provide a sample of paper to be used as requested in the Specifications.

3. INQUIRIES:

Any question related to a Request For Quotation shall be directed to the Procurement Specialist whose name appears on the front. The offeror shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. Any correspondence related to a solicitation should refer to the appropriate solicitation number, page and paragraph number.

4. LATE QUOTATION:

Late Quotations shall not be considered (see A.R.S. 41-2533, Rule R2-7-C307.B).

5. WITHDRAWAL OF QUOTATION:

At any time prior to a specified solicitation due time and date a Bidder (or designated representative) may withdraw the Quotation. Facsimiles, telegraphic or mailgram withdrawals shall be considered.

6. OPENING:

This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.

7. PAYMENT:

In accordance with Arizona Revised Statute § 35-342, any agency which purchases or procures goods and services from a nongovernmental entity on account shall pay the account in full within thirty days after receipt of goods or services and correct notice of amount due in writing to the agency or shall pay interest on the outstanding balance at the rate of ten per cent per annum (as prescribed in § 44-1201) until the account is paid in full, unless a good faith dispute exists as to the agency's obligation to pay all or a portion of the account.

8. TAXES:

The State will pay any applicable State of Arizona transaction privilege tax and any other applicable state or local taxes on the services rendered or products supplied. No payment shall be made for any personal property taxes levied on vendor or any taxes levied on employee's wages. Applicable taxes shall be shown separately on any invoice and such sums shall be due and payable to vendor upon delivery. If claiming a tax exemption, State will provide vendor with valid tax exemption certificates. Arizona transaction privilege and use taxes shall not be considered when evaluating Offers.

9. AWARD OF CONTRACT:

- a. Award of Contract will go to a Small Business.
- b. The State reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the State.
- c. Notwithstanding any other provision of the Request For Quotation, the State reserves the right to:
 - (1) Waive any immaterial defect or informality; or
 - (2) Reject any or all quotations, or portions thereof; or
 - (3) Reissue a Request For Quotation.



Instructions for Quotations

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- d. A response to a Request For Quotation is an offer to contract with the State based upon the terms, conditions and specifications contained in the State's Request For Quotation. Quotations do not become contracts unless and until they are accepted by an authorized procurement officer. A contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the Terms and Conditions of the procurement contract are contained in the Request For Quotation, unless any of the Terms and Conditions are modified by a contract amendment (SPO Form 217), or by mutually agreed Terms and Conditions in the contract documents.

- 10. COST OF QUOTATION PREPARATION:** The State shall not reimburse the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
- 11. PUBLIC RECORD:** All quotations submitted in response to this Request For Quotation shall become the property of the State and shall become a matter of Public Record available for review, subsequent to the award notification, as provided for by the Arizona Procurement Code.
- 12. EVALUATION:** In accordance with the Arizona Procurement code 41-2535, procurements not exceeding an aggregate amount of \$50,000 (fifty thousand dollars), awards shall be made to the responsible bidder whose proposal is determined in writing to be the most advantageous to the State and is in conformance with all Terms and Conditions and all other RFQ requirements based on the following criteria which are listed in the relative order of importance:
COST AND USABILITY OF PAPER SAMPLE PROVIDED
- 13. INCORPORATION BY REFERENCE:** The State hereby incorporates by reference the Uniform Terms and Conditions, and the Uniform Instructions to Offerors. A copy of the text may be found at www.azspo.az.gov. If the offeror would prefer a hard copy, please contract the State Procurement Office at 100 S. 15th Avenue.



Special Terms and Conditions

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1. **Term of Contract:** The term of the contract shall commence upon award and shall remain in effect for a period of determined by the proposal timeline unless canceled, terminated or extended by amendment as otherwise provided herein.
2. **Amendments:** Any change in the contract including the Scope of Work described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and the Commerce Procurement Office of the State of Arizona. Any such amendment shall specify an effective date, any increases or decreases in the amount of the contractors' compensation if applicable and entitled as an "Amendment", and signed by the parties identified in the preceding sentence. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.
3. **Ownership of Materials:** All materials and documents created under this contract shall become the property of the State of Arizona.
4. **Americans with Disabilities Act**
People with disabilities may request a reasonable accommodation such as a sign language interpreter by contacting Martha Lynch at (602) 771-1110. Requests should be made as early as possible to allow time to arrange the accommodation.
5. **Confidential Information**
 - A. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a detailed statement advising the procurement officer of this fact shall accompany the submission and the information shall be so identified wherever it appears.
 - B. The information identified by the person as confidential shall not be disclosed until the director makes a written determination.
 - C. The director shall review the statement and information and shall determine in writing whether the information shall be withheld.
 - D. If the director determines to disclose the information, the director shall inform the bidder in writing of such determination.
6. **Suspension or Debarment Certification**

By signing the offer section of the Offer and Acceptance page, SPO form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The state also may exercise any other remedy available by law.
7. **Suspension or Debarment Status**

If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the bidder or offeror must include a letter with its bid or offer setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The state also may exercise any other remedy available by law.
8. **Subcontracts:** The contractor may, with the consent of the State, enter into written subcontract(s) for performance of certain of its functions under the contract. The Commerce Procurement Office prior to the effective date of any subcontract must approve subcontractors in writing.
 - 8.1 No subcontract, which the contractor enters into with respect to performance under the contract, shall in any way relieve the contractor of any responsibility for performance of its duties.



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8.2 The contractor shall give the Commerce Procurement Office immediate notice in writing by certified mail of any action or suit filed and prompt notice of any claim made against the contractor by any subcontractor or vendor which in the opinion of the contractor may result in litigation related in any way to the contract with the State.

9. **Multiple Awards:** In order to ensure adequate coverage of the requirements multiple awards may be made.

10. **Audit of Records:** Pursuant to A.R.S. § § 35-214 and 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Contract for a period of five years after completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce the original of any or all such records..

11. **Conflict of Interest:** No person preparing or assisting in the preparation of specifications, plans or scopes of work shall receive any direct benefit from the utilization of those specifications, plans or scopes of work.

12. **Arbitration:** The parties to this Contract agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518 except as may be required by other applicable statutes.

13. **Electronic Documents**

The State of Arizona may provide an electronic version of this procurement document. Any unidentified alteration or modification to the original document (or to any Exhibit contained therein) issued by the State shall be null and void. In those instances where modifications are identified, the original document issued by the State shall take precedence. As provided in the Uniform Instructions to Offerors, section 3.D., the recipient of any electronic document is responsible for clearly identifying any and all changes or modifications to a document upon submission to the State. An original document is on file with the Commerce Procurement Office.



SPECIFICATIONS

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Purpose

Pursuant to provisions of the Arizona Procurement Code §§ 41-2501 et seq., the Commerce Procurement Office intends to establish a contract to receive printing.

Line Item #1 & 2: Specifications for Printed Letterhead:

QUANTITY: Prices for 1,500 and 3,000
Please include taxes with the Offer

PAGE SIZE: 8.5 x 11 + bleed

STOCK: House stock with non-glossy finish, bright white, basis 24/28, for use with a laser printer. Please provide sample for testing on our printer.

INK: 2 PMS Colors with bleeds

OTHER: - Printers Proof

- Print overs/overages are included, since always included in printer's cost-out/bid and as an Arizona state agency, will not pay for as an added cost.
- PDF on disk supplied or placed on website to download.

ESTIMATED DELIVERY DATE: September 17, 2008

DELIVERY: Printer's proof and completed job to:
Arizona Department of Commerce,
Procurement Office, Ste. B-32,
Susan Olney
1700 W. Washington Ave.
Phoenix, AZ 85007

Line Item #3 & 4: Specifications for Printed Business Cards

QUANTITY: 20 sets of 500 cards and 30 sets of 500 cards

SIZE: 2 inches w x 3.5 inches high (vertical Business Card)

STOCK: non-glossy finish; bright white, basis 80/100. Prefer stock to match letterhead. Please provide sample.

INK: 2 PMS colors with bleed

DELIVERY: At least 2 sets would be needed by September 17, 2008. The balance of these cards would be printed, delivered, and paid for on an "as needed basis" over a period of time.



SPECIFICATIONS

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Line Item #5 & 6: Specifications for Printed #10 Envelopes:

QUANTITY: 1 case and 2 cases

STOCK: non-glossy finish; bright white, basis 20/24. Prefer stock to match letterhead. Please provide sample to test on our printer.

INK: 2 PMS colors: no bleed

DELIVERY: September 17, 2008

Line Item #7: Specifications for Printed Labels:

These labels would be used to cover up old return address on existing envelopes.

QUANTITY: 7,500

SIZE: 1 inch x 4 inches

INK: 2 PMS colors – no bleed